

North Carolina Agriculture Cost Share Program Review Summary
(month, year)

County	Currituck	Date of Previous Review/Report	
District Staff Name(s)	Will Creef, Kim Dozier	Date	4/11/2016
NRCS Staff Name(s)			
Division Representative(s)	Tom Hill, Eric Pare		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?	X				Every other month or as needed. Following open meeting laws. Has a new Board member (1.5 years).		X	Commendation given to the Albemarle Districts for their overall Board meeting(s). They have informative meetings with good partnerships attending and good information exchange along with good comradery. This note and commendation will be given to all 5 participating districts.		

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How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Notice posted at Courthouse and on office door.					
<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	Field visit is performed using resource information like soils maps, determination of CAMA if needed, etc. Hands-on approach. Technical assistance provided even if funds unavailable. Soil tests performed some. Use of Arc GIS now.					
<i>In what instances does the district provide technical assistance without cost share funds?</i>	X				Subdivision review, road maintenance, service districts (drainage districts, includes contracting and inspection services for the County), soil tests, drainage issues, urban drainage issues.			Staff provides considerable work to the County as shown to the left. Currituck is a big vacation destination with people from around the country, and world, visiting the beaches located here. County staff has employed the district to provide a range of services consistent with soil and water conservation activities.		
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Applications and cost share agreements are approved as separate action items by the Board.		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Use the incentive form along with a spreadsheet.		X			

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Is your district using the self-certification for incentives form provided by the division?										
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Small farmer base they know them and are able to keep up with this.		X	Staff does a good job keeping up with the operators in their, and surrounding districts		
At what point in the application process does the district develop the contract? Describe this process.				X	After site visits, resource determinations, gathering data, and talking with farmer.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Will has not performed one yet, but has spoken with Scott and Bryan and will adopt many of their methods including highlighting significant parts of the contract, going over in the field with the applicant. Yes, they explain that work cannot begin without approval. Emails go out. Letters not necessary, they know the farmers.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Approved separately and the supervisor recuses themselves from the vote.		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Definitely!		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Email, see above		X			
What information do you provide the applicant?				X	Contract, specification sheets, soils info.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Staff provides construction checks during the process to ensure BMPs are being installed according to specs.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Has a spreadsheet (used currently and prior to CS2) and now uses both the spreadsheet and CS2.		X	Nice spreadsheet!		
If 1/3 of the work has not been completed within 12 months and the cooperators request additional time, is the district recording 6-month extensions in the board minutes?				X	Yes! But not an issue, seldom if ever used.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?	X				Assistance notes, worksheets.		X	Files were very neat, well organized, and had substantial information in them. Job well done!		
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, with assistance notes, worksheets.		X	Well documented, see above		
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	These BMPs are not used in Currituck with the exception of maybe a CCAP. Policy is followed.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Is a separate action item		X			
<i>Are payment motions/decisions recorded in the board minutes?</i>				X	Yes		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>	X				All supervisors and staff.			Currituck is to be commended by having all supervisors in attendance at the spotcheks		
How does the district randomly select which contracts to spot check?	X				Use of spreadsheet, randomly selected but few contracts so not much of an issue. Handle CCAP and ACSP same		X			


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Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	None in the county		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	N/A		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	N/A		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Did notify NRCS in years past. Has issued emails, a NRCS tech did come to last spotchecks.		X	Ensure this is completed on the district's end.		


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Well documented email, certified mail, etc on one maintenance issue with a CCAP project. No other projects have had issues.		X	Job well done!		
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Phone call then officially at Board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Project was repaired (CCAP).		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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How does the district track BMP funds?				X	Another of Kim's great spreadsheets! Compares with CS2.		X			
In what instances does the district use the division on-line (website & CS²) reports?				X	Compares with spreadsheets		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Separate from county, but the county provides audits. Funds are actually routed through the county, and the county writes the district a check.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Will Creef.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Same as above		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	New employee does not have any JAA yet, has been working with adjoining counties to obtain.		X	The Albemarle districts work very well together		

Section 4: Contract Reviews and Site Visits
Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.

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Contract Number: 27-2013-001 Applicant Name: Cedar Crest Plantation BMP: Land Smoothing <i>Insert Picture</i> 				X	Practice complete and maintained in good working order		X			

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Contract Number: 27-2014-001 Applicant Name: Cedar Crest Plantation (Manley West, supervisor_ BMP: Land smoothing <i>Insert Picture</i> 				X	Practice completed and properly maintained		X			

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Contract Number: 27-2015-001 Applicant Name: Harvey Roberts BMP: Land smoothing <i>Insert Picture</i> 	X				I believe a commendation is due to all involved in this project. There was considerable discussion by the cooperator and staff from all of the Albemarle districts regarding proper interpretation of the landsmoothing BMP. The entire group came to a better understanding and consensus of this BMP and furthered this by having an open discussion at the Albemarle District Board meeting.		X			

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Contract Number: 27-2015-003 Applicant Name: Cedar Crest Plantation BMP: Water Control Structure <i>Insert Picture</i> 				X	BMP was installed and functioning well and has been properly maintained.		X			

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Contract Number: 27-2016-001 Applicant Name: Cedar Crest Plantation BMP: Water control structure				X	BMP installed properly and well maintained		X			

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<i>Insert Picture</i> 